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# DUTIES

OF THE

## CHIEF MATRON OF LAUNDRY DEPARTMENT.

- I. She will superintend the washing, ironing and mending of all clothing of patients and attendants in Hospital.
- II. She will have charge of all bedding and clothing requiring washing, and will neither deliver them to, nor receive them from any person except those authorized.
- III. She will call on the Ward Matrons for assistance in mending clothing, will issue to them when required, clean bedding, &c., in lieu of the dirty clothing delivered for wash. In all other cases receipts will be given for what is delivered, and she will be held responsible for the proper return of the articles specified.
- IV. She will see by repeated personal inspection that the Ward Masters and Matrons discharge their duties in keeping the bedding, &c., properly clean, and that they are abundantly and promptly supplied with everything requisite therefor.
- V. She will report any negligence or misconduct on part of any employees or others in her department.
- VI. She will be required to keep a neat record of all Hospital property in her charge, and make once each week a report of the same, stating loss either by negligence, accident or otherwise, if any shall occur.
- VII. She is entitled to one Assistant Matron.
- VIII. She will have charge of the Bath House, and see that it is kept clean and in proper condition to furnish patients with warm or cold baths as ordered by Medical Officers. A ticket from the Ward Master of the Medical Officer shall be presented by the patient.

*Surgeon in Charge.*

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